



Policy Name	Conflict of Interest Policy
Related Policies and Legislation	<i>Associations Incorporation Act 2015</i>
Policy Category	Planning & Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	17 April 2015 05 December 2019 05 March 2020
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Person/s Responsible for Review	Treetops Administration

Conflict of Interest Policy

Policy 1: Conflicts of Interest of Board Directors

Policy 2: Conflicts of Interest of staff members who are also parents of students in the school

The three types of conflicts of interest

While you may believe there is no danger of you making a decision based on your own personal interests, instead of the school's best interests, this does not mean the conflict of interest should be disregarded. It is important to take all conflicts of interest seriously.

1. Actual - You are being influenced by a conflicting interest: For example: The school is considering whether to give a grant to a kindergarten that your child attends and you cannot make the decision impartially
2. Potential - You could be influenced by a conflicting interest: For example: You've taken up employment with another school and you may, at some point, apply for a grant as an employee of one school and a board member of another. You could be influenced by a conflicting interest.
3. Perceived - You could appear to be influenced by a conflicting interest: For example: You are reviewing quotes for a service and one of the potential providers is the employer of your sibling. While you believe you can make an impartial decision in the best interests of the school, it could be perceived as being made in your own interest.

Policy 1: Conflicts of Interest of Board Directors

Objective:

To ensure that there is no actual, potential, or perceived conflict of interest between Board Director's material personal interests and the impartial fulfilment of their duties and functions as Board Directors.

Management of Conflict of Interest

All conflicts of interest, whether actual, potential or perceived are to be managed the same way.

Any Board Director who has conflict of interest relevant to a matter being considered at a Board meeting must, as soon as the Director becomes aware of the interest, disclose the nature and extent of the interest and its relations to the activities of the Board to:

- The Board; and
- The next General Meeting of the Association.

When a conflict is identified, a number of actions must be taken to address the conflict. These are:

- Register – The Board Director discloses the nature and extent of the material interest and its relations to the activities of the Board. This is then reflected in the Board/Association minutes; and
- Remove – The Board Director who has a conflict in the matter being considered must not be present while the matter is being considered and voted on at the meeting. The meeting minutes will reflect when the Director left and re-entered the meeting.

The overriding responsibility of Board Directors is to put the interests of the school above all other interests.

Policy 2: Conflicts of Interest of staff members who are also parents of students in the school

Objectives:

That staff members do not place themselves, or find themselves, in a position of conflict over their own child as a student of the school.

Likely areas of conflict:

- Other staff members giving a teacher more information about their child because they see the staff member more often.
- Other staff members giving a teacher less information about their child because they may believe that they already have this information since they are in the school.
- Staff members giving privileges, e.g. privileges of access, to their child that other students would not normally have.
- Staff members being called to resolve situations with their child that would normally be resolved by other members of staff.
- Any policy, including discipline, grievance and code of conduct not being enacted for a staff member as a parent, or for their child as a student.

Specific guidelines:

- All staff should maintain their standards of professionalism with regard to all students and other staff members at all times.
- Staff members with students in school should take time to discuss the potential conflicts with their child.